

**MINUTES OF THE MEETING OF THE ANNUAL GENERAL MEETING OF
KINGSBRIDGE TOWN COUNCIL HELD REMOTELY VIA VIDEO
CONFERENCING AT 7.00 P.M. ON TUESDAY 12 MAY 2020**

Present: Cllr Mike Jennings (Chairman)
Cllr Anne Balkwill
Cllr Dena Bex
Cllr Philip Cole
Cllr Martina Edmonds
Cllr Barrie Fishman
Cllr Steve Mammatt
Cllr Chris Povey
Cllr Graham Price
Cllr Peter Ralph
Cllr Paul Vann
Cllr Julia Wingate

In Attendance: County Cllr Julian Brazil
District Cllr Susan Jackson
District Cllr Denise O'Callaghan
Sgt James Timmis
One Member of Public
Martin Johnson (Secretary)

At the outset of the meeting Cllr Balkwill, outgoing Chairman provided some opening remarks regarding remote meetings, the recording of remote meetings and the procedure for this remote meeting.

Cllr Balkwill then thanked the Deputy Mayor, her fellow Members, Staff and townspeople for their support during the last 2 years. There had been several highlights including visits to Belfast and London for Kingsbridge In Bloom award ceremonies, the Kingsbridge 800 celebrations and the RNLI 150th anniversary alongside Salcombe with the visit of the Duke of Kent. The Covid-19 crisis had signalled how the Kingsbridge community looked out for each other and she hoped that the town would continue to thrive.

20/01 COVID-19 SUPPLEMENTARY STANDING ORDERS

It was **RESOLVED** to adopt an addendum to Standing Orders to meet the statutory requirements of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the holding of remote meetings (to last until 7 May 2021 or the repeal of legislation whichever is earlier).

20/02 ELECTION OF CHAIRMAN

It was **RESOLVED** to elect Cllr Jennings as Chairman and Town Mayor for mayoral year 2020/21 and his Acceptance of Office was received.

20/03 ELECTION OF VICE CHAIRMAN

It was **RESOLVED** to elect Cllr Cole as Vice Chairman and Deputy Town Mayor for mayoral year 2020/21 and his Acceptance of Office was received.

20/04 APPOINTMENTS TO COUNCIL COMMITTEES

Appointments to membership of the Finance, Flood & Winter Resilience, Parks & Open Spaces, Planning, Policy and Property Committees were agreed at Annex A.

20/05 APPOINTMENTS TO OUTSIDE BODIES

Appointments to represent Kingsbridge Town Council (KTC) on Outside Bodies were agreed at Annex B.

20/06 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Helen Cope.

Public Open Forum

There were no statements from members of public and no written comments had been received.

20/07 REPORTS FROM POLICE, DEVON COUNTY COUNCIL AND SOUTH HAMS DISTRICT COUNCIL REPRESENTATIVES

07.1 Sgt James Timmis had replaced Sgt David Green, who had transferred to the wellness team, and was sure he would meet all Members in due course. There had been other changes on the team with new Response officers and a new Police Community Support Officer (PCSO). Crime figures had significantly reduced including anti-social behaviour and this may in part be due to the night time economy and current closure of pubs. There had been several enquiries received about travel and visits of second homeowners during the ongoing Covid-19 lockdown. It was inherently difficult to access vehicles on the move however, people gathering at beauty spots were creating anxiety amongst local communities. Fines had been issues but this was a last resort and the force policy was to explain and educate.

He then answered Members' questions:

- PCSO Hawkes was part-time and PCSO O'Dwyer had moved to a new full-time position at HQ; PCSO Justin Willis had transferred to Kingsbridge from Exmouth.
- He was conscious that lockdown restrictions had been slightly relaxed and the Neighbourhood Team would be checking surfing and similar activities. Key problems were likely to be car parking with some car parks still closed off and the potential for cars to be left abandoned in villages close to beaches.

Sgt Timmis left the meeting

07.2 District Cllr Jackson congratulated Cllr Jennings on his appointment as mayor, thanked Cllr Balkwill for time in office and thanked Cllr Edmunds for producing personal protective equipment (PPE) during Covid-19. Dan Taylor, Localities Officer, was liaising for South Hams District Council (SHDC) with Kingsbridge and nearby parishes during Covid-19. She worked at Torbay Hospital and was busy undertaking long shifts and unfortunately had not been able to have much input into council business during the current crisis. Members voiced their support for Cllr Jackson and her fellow NHS workers at Torbay Hospital.

07.3 County Cllr Brazil thanked Cllr Balkwill for her time as town mayor and congratulated Cllrs Jennings and Cole. He reported that all SHDC car parks would be open from Friday 15 May however, public toilets would not be re-opening. The Harbour Authority had agreed to open up the following day and allow waterborne activity to take place however, it was aimed for local people. With the easing of Covid-19 lockdown the authorities were trying to impress that it did not want 2nd homeowners or an influx of visitors to the area. It was likely that Devon County Council's (DCC) Traffic Regulation Order (TRO) for the single yellow line restrictions introduced in Henacre Road would be rescinded as many residents were upset. Pre-lockdown DCC Children's Services had failed its Ofsted assessment however, it had been unable to scrutinise the findings to date. He was really pleased that there had been no Covid-19 cases in any care homes in and around Kingsbridge. The vast majority of people had stuck to government guidelines which was a tribute to local residents as much as the emergency services. Loddiswell had received funding from DCC's Covid-19 Prompt Grant Fund therefore Kingsbridge may follow suit.

He then answered Members' questions:

- He had spoken to Tally Ho management about the recent TRO who supported it being rescinded, car parking for the entire length of Henacre Road had been lost, potentially wrong signage had been positioned therefore local residents had not been made aware and the school bus was not affected.
- He acknowledged that it was difficult to launch yachts with social distancing and the Harbour Authority had introduced a protocol which ensured there was capacity to cope with emergencies. The RNLI lifeboat had not had a single shout since while lockdown had been in force. Social distancing onboard was allowed if the crew were from the same household. Harbour Authority staff could identify all the local boats and yachts.
- He acknowledged new government funding was available for cycle ways but was unaware of any DCC proposals however, the Cabinet was due to discuss capital projects. He was aware of local ambitions for trails to Salcombe and South Brent which Members noted were heavily reliant on landowners' consent.

07.4 District Cllr O'Callaghan thanked Cllr Balkwill for her tenure as Chairman and congratulated Cllrs Jennings and Cole on their appointments. SHDC had discussed its holding of remote meetings recently, there had been calls of lack of transparency and anti-democracy however, a schedule of future meetings had been realised. A review of parking permits had been put on hold. Markets in Kingsbridge (Ivybridge and Totnes) were suspended at present due to Covid-19 and concerns over social

distancing. Financial assistance for market traders may be provided via discretionary grants. The markets would be reviewed in early June. Due to the recent mild relaxation of lockdown, beaches may have footfall and SHDC would review its current closure of public toilets. It would mean that Gary Jolliffe, Till the Coast is Clear, who was present at the meeting could commence his social enterprise again. SHDC play areas would remain closed. SHDC's heritage officer had reported that the owner of the Kings Arms was progressing planning conditions as permission for refurbishment expired shortly. The former YMCA shop may have a new tenant. Church Steps Passageway remained closed but she had requested a progress report. The clothing pod at the Bottle Bank had not been collected due to Covid-19 and the donations would need to be burnt due for hygiene reasons.

She then answered Members' questions:

- She acknowledged that KTC was keen for progress at the Kings Arms as maintenance and anticipated works had drifted for a few years.
- Further to an earlier site visit, there was no current news on Kingsbridge Town Bowls Club works and use of Duncombe Park probably due to Covid-19.
- She acknowledged that some local residents needed parking permits e.g. Fore Street occupants and any future increase in price would be perceived as an additional tax.
- Fusion Leisure Centre was closed due to Covid-19 and therefore any conversations about future aspirations and membership could not be explored at present e.g. would existing membership be extended by the lockdown period?

20/08 URGENT BUSINESS

There was no urgent business.

20/09 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

20/10 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the council meeting held on 10 March 2020 be approved and signed by the Chairman.

20/11 FINANCE COMMITTEE

It was **RESOLVED** to receive and adopt the Recommendations in the minutes of the Finance Committee held on 28 April 2020 subject to one minor amendment.

20/12 ACCOUNTS GOVERNANCE

Members received a draft annual governance statement. It was **RESOLVED** to approve the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return 2019/20 Part 3) for the financial year ending 31 March 2020.

20/13

CLIMATE AND NATURE EMERGENCY ACTION PLAN

Members received a revised Climate Change and Nature Emergency (CANE) Action Plan for Kingsbridge which listed 10 illustrative actions: low carbon energy use by KTC, extensive flower bed creation, minimising energy use in new build/conversions, electric vehicle hub, solar PV schemes, climate market, tree planting/carbon capture, tackling fuel poverty, business promotion scheme and community artwork. After a full discussion it was **RESOLVED** to adopt the CANE Action Plan for Kingsbridge with 2 amendments to the updates and proposed action options:

- Action 3. Planning policy on minimising energy use in new build. Rather than endorsement per se, KTC supports the sentiment and intent of Extinction Rebellion Kingsbridge & Area's response to SHDC's operational carbon reduction plan and SHDC's climate change and biodiversity action plan.
- Action 9. Kingsbridge Business Action Promotional Scheme. Rather than a business awards scheme, KTC supports the promotion of guidelines, as and when appropriate, on actions which businesses could consider to help address the emergency i.e. self-assessment.

A revised CANE Action Plan to be produced, forwarded to Members and to be progressed.

20/14

TOWN CLERK'S REPORT

14.1 Covid-19: Guardian Angels community volunteers. Following KTC, SHDC and DCC Members meeting on 17 March the Guardian Angels scheme had commenced and reached the target of 100 community volunteers covering individual streets/neighbourhoods in the town. Initial assistance for shopping has moved on to keeping in touch with vulnerable people, celebrating birthdays, management of whole street deliveries of food etc. Laura Cregan and Ann Gomm in Reception manage the scheme sending out weekly bulletins when required.

14.2 Covid-19: KTC Impacts.

- Council staff had continued to work from Quay House on a daily basis with safeguards in place to maintain social distancing. The front door was closed however, and an information board reported that local residents could phone staff for assistance.
- A council meetings' diary for mayoral year 2020/21 had not been produced to date however, it was suggested that remote Planning Committees and Council Meetings should continue if required.
- Kingsbridge Community Champions scheme for 2020 had been suspended.
- A decision whether or not to go ahead with the scheduled Love Your Park 2020 event on Sunday 23 August had not been made to date.
- Financial impacts were minimal to date as reported to the Finance Committee on 28 April.
- The Annual Town Meeting/exhibition of proposed public realm improvements scheduled for Saturday 30 May had been cancelled.

- Several maintenance matters had been actioned given recent good weather and social distancing measures had been employed.
- Property and assets update had been supplied to Members late March.
- A review of Policy and Parks & Open Spaces matters had also been undertaken recently which had produced a holistic Job List of over 60 items; some big, some small.
- Government's revised guidance: Stay Alert, Control The Virus, Save Lives had replaced the original Stay At Home etc. on the Facebook page and website.
- Members discussed how lockdown could be opened up in Fore Street and how to maintain social distancing; government and DCC advice for town and village centres would be produced.

14.3 Planning Committee. SHDC's Development Management Committee would sit on 10 June. KTC was required to provide feedback on 2 major planning applications 4158/19/FUL and 0826/20/ARM and therefore the Planning Committee's Recommendations required adoption at a KTC council meeting.

Members agreed to hold a remote Planning Committee on Tuesday 19 May to be followed by a remote full council meeting on Tuesday 9 June. Site visits could be conducted in pairs following revised government guidelines.

14.4 Farmers Market. In the Town Square had been suspended from Saturday 2 May onwards and KTC had queried the decision; SHDC was working to allow markets to be back up and running as soon as possible

14.5 SHDC remote meetings. Some local councils had queried SHDC's proposal to suspend meetings of the Overview and Scrutiny Committee at the full council meeting on 23 April however, the decision was reviewed at the following meeting on 30 April. SHDC Leader, Cllr Judy Pearce, had issued a briefing where she addressed concerns and explained how the new rules would work.

14.6 Ropewalk (former resource centre site). The public consultation results were issued just as Covid-19 took hold; a key aspect from the survey was 51% of respondents requested housing above other options. SHDC was exploring options for the site and looked forward to discussing the findings with KTC when an appraisal has been completed.

14.7 Bunting. Members had exchanged views on when the bunting would go up and it was agreed to maintain the usual timetable of early June to September.

**Kingsbridge Town Council
MEMBERSHIP OF COMMITTEES**

FINANCE COMMITTEE (Tuesdays 7.00 p.m. – 5 meetings per annum)		
Appointment	2019/20	2020/21
Members	Martina Edmonds Barrie Fishman Chris Povey Peter Ralph Julia Wingate	Anne Balkwill Martina Edmonds Barrie Fishman Chris Povey Peter Ralph Julia Wingate
Internal Auditor	Kevin Rose	Kevin Rose
Ex Officio (2)	Anne Balkwill Mike Jennings	Mike Jennings Philip Cole
Secretary	Martin Johnson	Martin Johnson
PROPERTY COMMITTEE (Tuesdays 7.00 p.m. – 4 meetings per annum)		
Appointment	2019/20	2020/21
Members	Dena Bex Philip Cole Helen Cope Barrie Fishman Peter Ralph	Dena Bex Helen Cope Barrie Fishman Peter Ralph
Ex Officio (2)	Anne Balkwill Mike Jennings	Mike Jennings Philip Cole
Secretary	Martin Johnson	Martin Johnson
POLICY COMMITTEE (Tuesdays 7.00 p.m. – 4 meetings per annum)		
Appointment	2019/20	2020/21
Members	Dena Bex Philip Cole Helen Cope Barrie Fishman Chris Povey Peter Ralph Julia Wingate	Anne Balkwill Dena Bex Helen Cope Barrie Fishman Chris Povey Peter Ralph Julia Wingate
Ex Officio (2)	Anne Balkwill Mike Jennings	Mike Jennings Philip Cole
Secretary	Martin Johnson	Martin Johnson
PLANNING COMMITTEE (1 st & 3 rd Tuesdays each month at 7.00 p.m.)		
Appointment	2019/20	2020/21
Members	Dena Bex Philip Cole Martina Edmonds Chris Povey Graham Price Peter Ralph	Anne Balkwill Dena Bex Martina Edmonds Chris Povey Graham Price Peter Ralph
Ex Officio (2)	Anne Balkwill	Mike Jennings

	Mike Jennings	Philip Cole
Secretary	Martin Johnson	Martin Johnson
PARKS & OPEN SPACES COMMITTEE (Fridays at 9.30 a.m. – 4 meetings per annum)		
Appointment	2019/20	2020/21
Members	Dena Bex Helen Cope Graham Price Peter Ralph	Anne Balkwill Helen Cope Steve Mammatt Graham Price Peter Ralph
Ex Officio	Anne Balkwill Mike Jennings	Mike Jennings Philip Cole
Kingsbridge In Bloom Park Bowling Club Café Decks Community Tennis Open Spaces Duncombe Park	Robin Griffin David Hurrell Marika Byrne Lesley Healey Rosemary Speed David Dain	Robin Griffin David Hurrell Marika Byrne Lesley Healey Rosemary Speed David Dain
Secretary	Martin Johnson	Martin Johnson
FLOOD & WINTER RESILIENCE COMMITTEE (Tuesdays at 7.00 p.m. – 2 per annum)		
Appointment	2019/20	2020/21
Members	Philip Cole Helen Cope Barrie Fishman Chris Povey Graham Price	Philip Cole Helen Cope Barrie Fishman Chris Povey Graham Price
Ex Officio	Anne Balkwill Mike Jennings	Mike Jennings Philip Cole
	Flood Wardens Winter Weather Wardens	Flood Wardens Winter Weather Wardens
Secretary	Martin Johnson	Martin Johnson

**Kingsbridge Town Council
REPRESENTATIVES ON OUTSIDE BODIES**

Appointment	2019/20	2020/21
Dodbrook Feoffees	Philip Cole Peter Ralph	Philip Cole Peter Ralph
Kingsbridge Community College Trust (2 trustees) until 26/9/21	Graham Price Julia Wingate	Graham Price Julia Wingate
Kingsbridge Feoffees (4 trustees)	Anne Balkwill Julie Barnett Peter Ralph Keith Wingate	Anne Balkwill Julie Barnett Peter Ralph Keith Wingate
Kingsbridge Twinning Society	Town Mayor (via invitation only)	Town Mayor (via invitation only)
Cookworthy Museum Management Committee	Philip Cole	Philip Cole
Kingsbridge Estuary Boat Club	Graham Price	Graham Price
Kingsbridge Chamber of Commerce	Anne Balkwill Steve Mammatt	Anne Balkwill Steve Mammatt
Kingsbridge in Bloom	Anne Balkwill Philip Cole	Anne Balkwill Philip Cole
Police Liaison Committee	Barrie Fishman Philip Cole	Barrie Fishman Philip Cole
Kingsbridge Licensees Committee	Philip Cole Helen Cope Barrie Fishman	Philip Cole Helen Cope Barrie Fishman
Salcombe Harbour Board	Chris Povey (in attendance only)	Chris Povey (in attendance only)
Kingsbridge Neighbourhood Plan Steering Group	Anne Balkwill Martina Edmonds	Anne Balkwill Martina Edmonds
Kingsbridge Dementia Friendly Community	Anne Balkwill Mike Jennings	Anne Balkwill Mike Jennings
South Hams Area Well Being	Martina Edmonds Mike Jennings	Martina Edmonds Mike Jennings
Kingsbridge Foodbank (1 trustee)	Barrie Fishman	Barrie Fishman
Kingsbridge Fair Week	Anne Balkwill	Anne Balkwill
Food and Music Festival	Steve Mammatt	Steve Mammatt

